



Mn/DOT District 3 Presents...

Flexibility Exercises for the Office



Your Destination...Our Priority





Stretch Breaks

- Stretch breaks will help reduce muscle tension caused when muscles remain static or fixed in one position for too long.
- Muscles remaining static will:
 - Fatigue more easily
 - Have decreased circulation
 - Become uncomfortable
- Stretching can help relieve these symptoms.
- If you have questions about flexibility consult your physician.





Stretching Basics

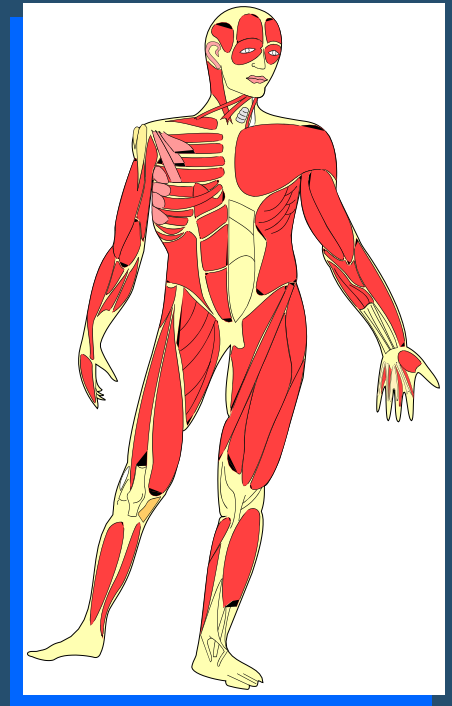
Benefits of stretching:

- Increases flexibility/elasticity of muscles
- Increases circulation to warm the muscles, improving mental alertness, reducing fatigue
- Better posture and enhanced coordination
- Decreases muscle tension and stress
- Reduces the risk of injury
- Benefits your life off the job



Stretching Basics

- Proper stretching techniques:
 - Relax and breathe normally. Do not hold your breath.
 - Hold each stretch for the proper time period.
 - Use gentle, controlled motions. Do not bounce!
 - Keep the knees slightly bent for better balance.
 - Stretch until a mild tension is felt, then relax. If a stretch feels painful, ease up or stop right away.
 - Stretch by how you feel and not by how far you can go.





Stretching Basics

When to Stretch:

- Prior to starting your day
- During micro-breaks
- After breaks or lunch to prevent fatigue
- If tension or stress is apparent
- After a lengthy task duration or an extended awkward posture





Stretches



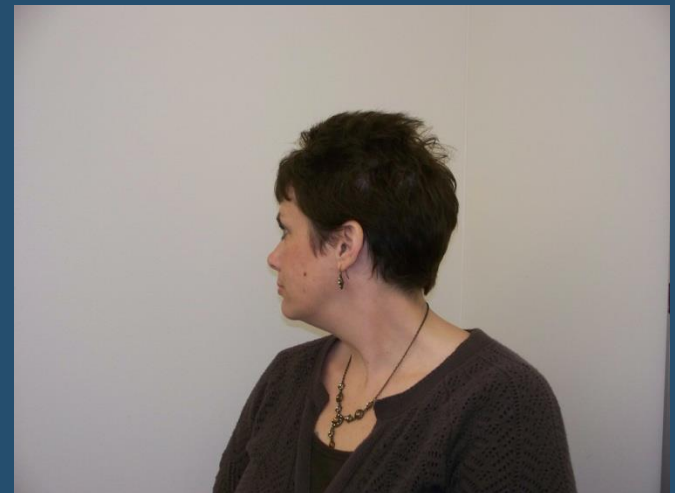
3 Point Neck Stretch

- Keep shoulders relaxed, slowly lower head forward, bring chin to chest.
- Hold; return to starting position.
- Slowly ear to right shoulder. Hold. Return to starting position.
- Repeat holding head to the left shoulder.
- Perform this routine twice holding each position 15-20 seconds.



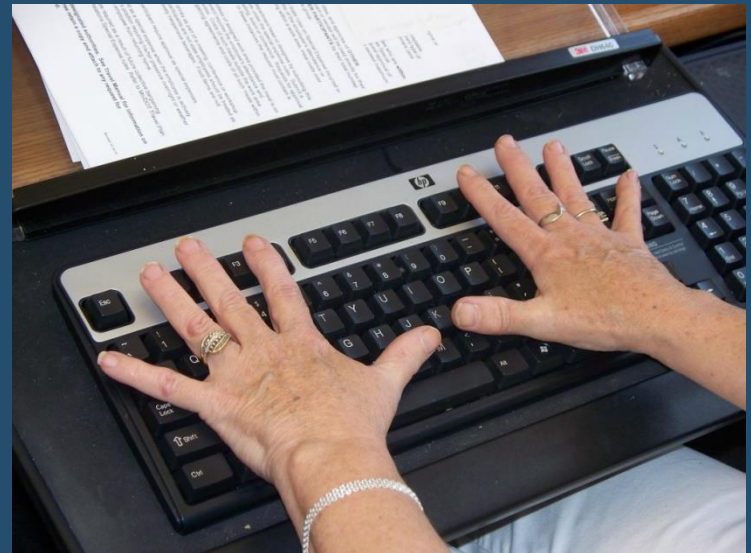
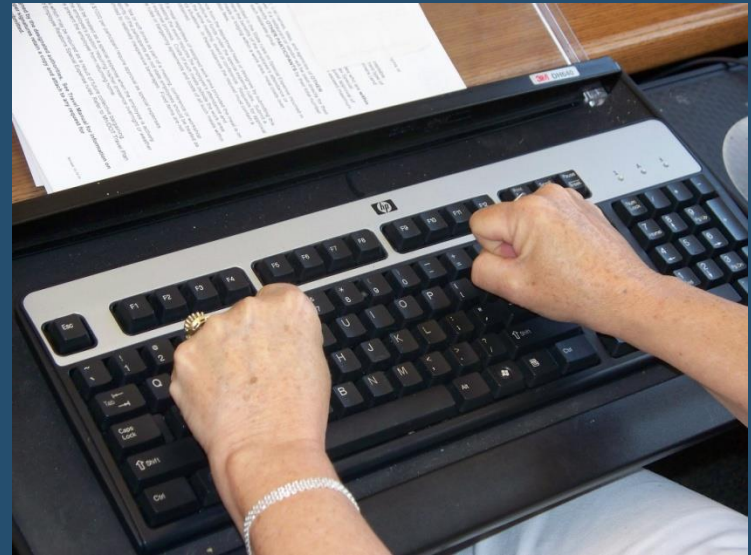
Head Turn

- Keep shoulders relaxed.
- Turn your head to the side, looking over your shoulder.
- Hold for five seconds; return to starting position.
- Turn your head to the other side, looking over your shoulder.
- Perform this routine 3-5 times.



Finger/Hand Flex

- While standing or sitting....
- Extend both arms in front of body, parallel to the floor.
- Slowly clench fists.
- Hold for 3-5 seconds.
- Open both hands, spreading fingers apart. Hold for 3-5 seconds.
- Repeat 5 times.



Wrist Flex and Extension



- While sitting or standing...
 - Extend both arms in front of you, with palms facing down.
 - Slowly bend (extend) both wrists so fingers point to the ceiling and hold for five seconds.
 - Next, bend (flex) both wrists so fingers point to the floor and hold for five seconds.
 - Relax and repeat 3-5 times.



“The Executive”

- While sitting in a chair...
 - Clasp hands behind the head(elbows aligned with ears).
 - Press elbows back as far as possible, squeeze shoulder blades together.
 - Hold for five seconds.
 - Relax and repeat 3 times.



Upper Back And Arm Stretches

While standing or sitting in a chair.....

- Interlace your fingers with palms facing away from your body.
- Straighten your arms.
- Lift them toward the ceiling.
- Hold for 15 seconds.
- Lower them toward the floor.
- Hold for 15 seconds.
- Relax.
- Repeat two more times.



Shoulder Stretches

- Reach over your head.
- Clasp your fingers together.
- While stretching do side bends.
- Perform 1 stretch on each side.
- Hold each stretch 30 seconds.



Shoulder Rolls

- Stand with back straight and feet shoulder-width apart.
- Elevate shoulders upward toward ears, rotate them backward, down, hold for 5 seconds and then forward in a continuous, circular motion.
- Repeat 5 times.
- Reverse direction.
- Repeat 5 times.



Backbend



- Stand with feet shoulder width apart and hands on hips.
- Look straight ahead.
- Slowly and gently bend backwards.
- You should feel tension or compression, not pain in the lower back.
- Hold for 5 seconds.
- Return to starting position.
- Repeat three times.

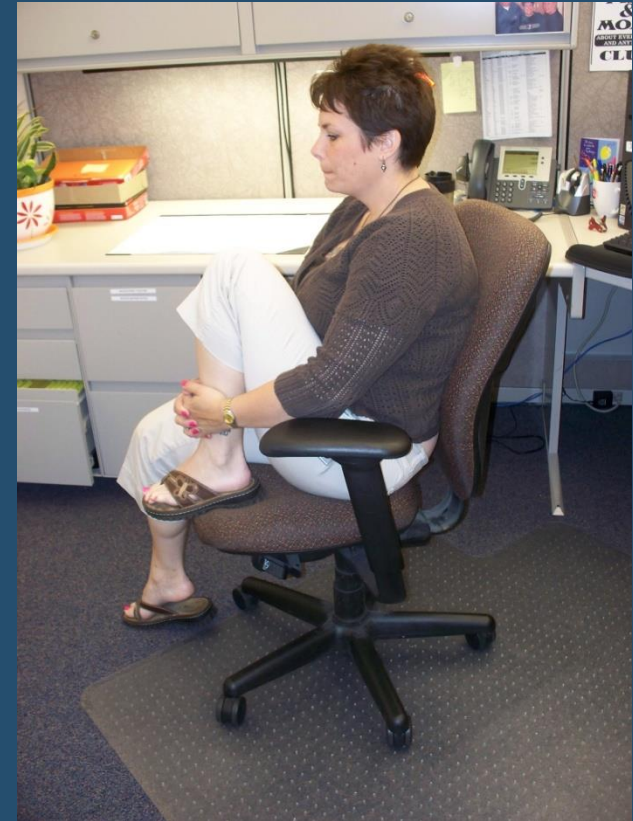


Stretches For The Back



While sitting...

- Grasp leg at shin.
- Slowly pull leg to your chest.
- Hold ten seconds.
- Relax.
- Repeat with other leg.
- Repeat 3-5 times each leg.



Forward Bend



- *If you have disk problems or experience pain do not do this exercise.
- *Don't compare yourself to others.
- *You may not be able to touch your toes.
- Stand with back straight and feet shoulder-width apart.
- Extend both arms in front of body, parallel to the floor.
- Bend downward toward the floor as far as it is comfortable.
- Hold for five seconds.
- Stand upright. Repeat 5 times.



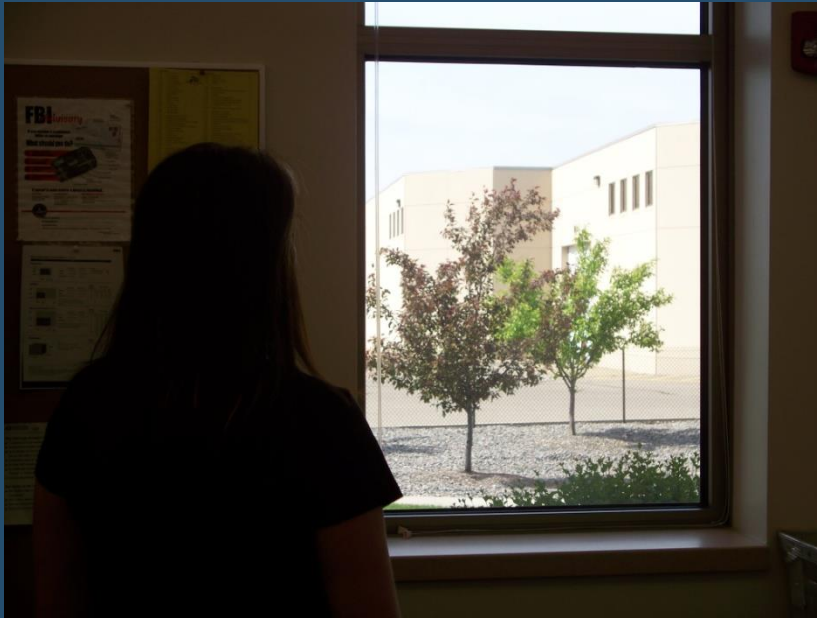
Whole Body Stretch



- While standing with arms at side.....
 - Inhale and reach up with both arms.
 - Hold position for five seconds.
 - Relax.
 - Return to starting position and repeat three times.



Stretches For Vision



- While sitting or standing...
 - Look out a window or as far away from work area as possible.
 - Focus on an object at least 20 feet away.
 - Then move your eyes around and look at other objects.
 - Repeat often throughout the workday.

Focusing Technique

Expected results:

- Reduce eyestrain, improve visual comfort and increase efficiency.



Eye Relaxation

- While sitting in a chair with elbows resting on work surface...
 - Cup hands over eyes, palms resting on cheekbones (avoid applying pressure on your eyeballs).
 - Cross fingers over bridge of nose (shutting out all light).
 - Close eyes for 15 seconds while breathing deeply.
 - Uncover eyes.



Palming
(for eye relaxation)



Questions?



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